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25 September 1978

MEMORANDUM FOR: Deputy to the DCI for the Intelligence
Community

25X1 FROM: [REDACTED]
Chief, Career Training Staff

25X1 SUBJECT: Interim Assignment of Career Trainee [REDACTED]
[REDACTED]
29 September - 8 December 1978

25X1

25X1 1. [REDACTED] In accordance with our agreement, Subject
has been assigned to your office for a three-month interim
assignment. The objectives of this assignment are:

a. To give the trainee a broader understanding
of the Agency and its functions.

b. To familiarize the trainee with the work and
responsibilities of your office.

25X1 2. [REDACTED] Because this assignment is an important part
of the training, we ask that you try to give him responsi-
bilities that will enable him to acquire an understanding of
your entire component. Whenever possible, we would also
appreciate some time devoted to instruction or comparable
work which would explain how your unit interacts with other
Agency components. We will be in touch periodically with
the trainee and from time to time would like to consult with
you on his progress. Any questions concerning this CT may
be directed to his Program Officer, [REDACTED]
[REDACTED]

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25X1 3. [REDACTED] Since it is important to receive your
early evaluation of the trainee's performance, we ask that
you submit a memorandum to me one week before he completes
his tour with you. The Career Trainee's ability to function

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effectively as a future staff employee should be addressed in the memorandum. These evaluations are used in the preparation of the trainee's fitness report and become part of his Official File.

Attachments:

- 1 - Trainee Profile
- 2 - Administrative Details

Distribution:

- Orig - Addressee, w/att 1
- 1 - Interim Supervisor, w/atts 1 & 2
- 1 - Chairman, JOB, w/o atts
- 1 - Admin Officer, w/o atts

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Administrative Details
for Career Trainees
and Their Interim Assignment Supervisors

[REDACTED]

2. Leave: Normally, CTP discourages the taking of annual leave except in extraordinary circumstances. In any event, we ask that each CT refer any requests for annual leave to the Program Officer, and advise [REDACTED] of the approved leave and where he/she can be reached in an emergency. The CT should also advise Mary of any sick leave taken. In the case of military leave, the CT should consult with the interim assignment supervisor and the Program Officer before any tours of duty are formalized. Once the dates have been approved, provide Mary with a copy of the military orders prior to departure.

3. Overtime: Overtime should be authorized by the interim assignment supervisor. The CT should report the overtime to Mary at the end of each pay period. OTR will be reimbursed by the division or office that requests and authorizes the overtime.

4. Security Violations: Security violations by the Career Trainee should be handled in the manner that is appropriate to the office of interim assignment. The CT's Program Officer should be notified of any violations.

5. Interim Assignment Reports: In addition to the requested interim assignment evaluation prepared on the CT by the supervisor, the CT should also prepare a report on the assignment which should be routed through appropriate channels in the office of interim assignment to Chief, CTP, and the CT's Program Officer. The CT's report should include the following items: (a) Description of activities, (b) Names and titles of supervisor(s), (c) Assessment of value of the experience, (d) Constructive suggestions. The supervisor should show the interim assignment report he/she prepares to the CT.

6. Class Meeting: There will be a class meeting [REDACTED] which the CT should attend at the end of the interim assignment; the CT office will notify the CT of time and location.

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TRANSMITTAL SLIP		DATE	25 Sep 78
TO: Interim Assignment Supervisor			
ROOM NO.	BUILDING		
REMARKS:			
FROM: Chief, CTS/OTR			
ROOM NO.	BUILDING		

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FORM NO. 241
1 FEB 55

REPLACES FORM
WHICH MAY BE USED.

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